Utah STATE OFFICE of Education

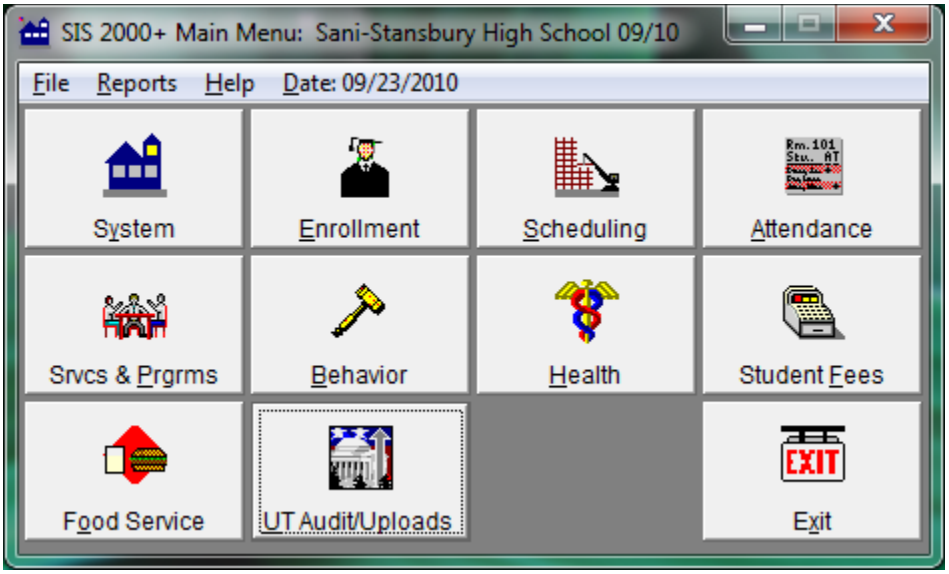
USOE - SIS 2000+

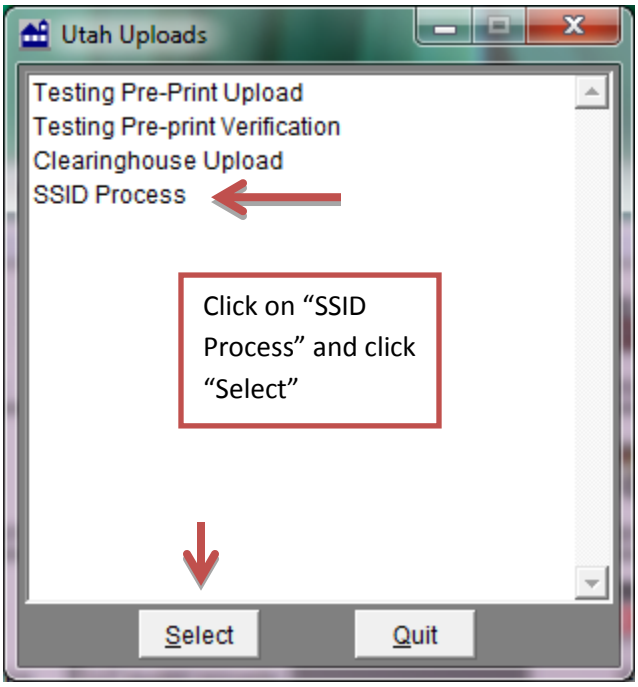
UT State Uploads - SSID Process

SSID Process

SSID Process

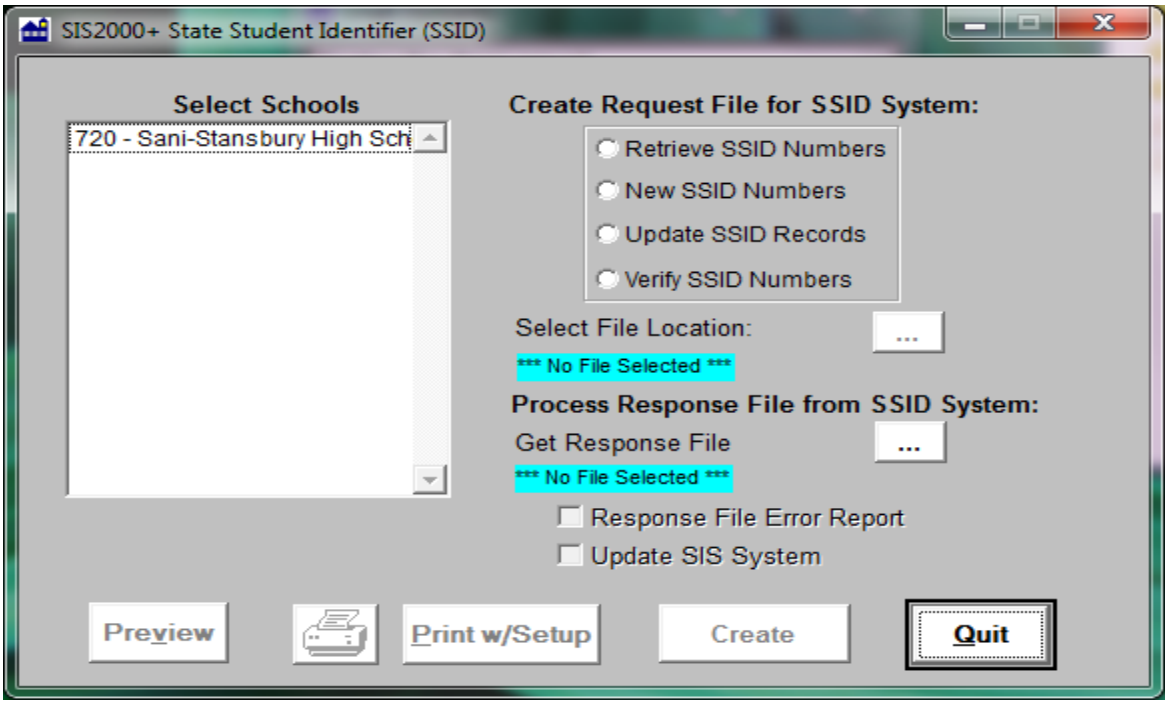
Main Menu > UT Audit/Uploads > SSID Process



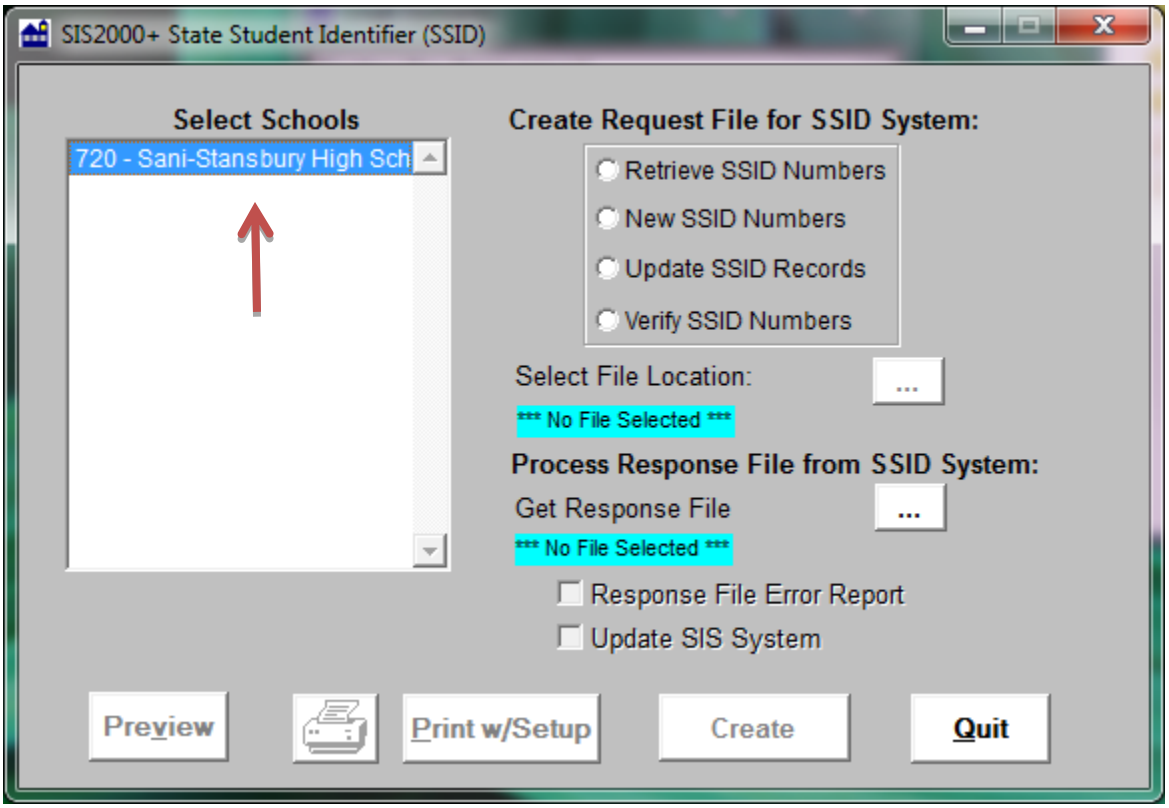


Retrieve SSID Numbers

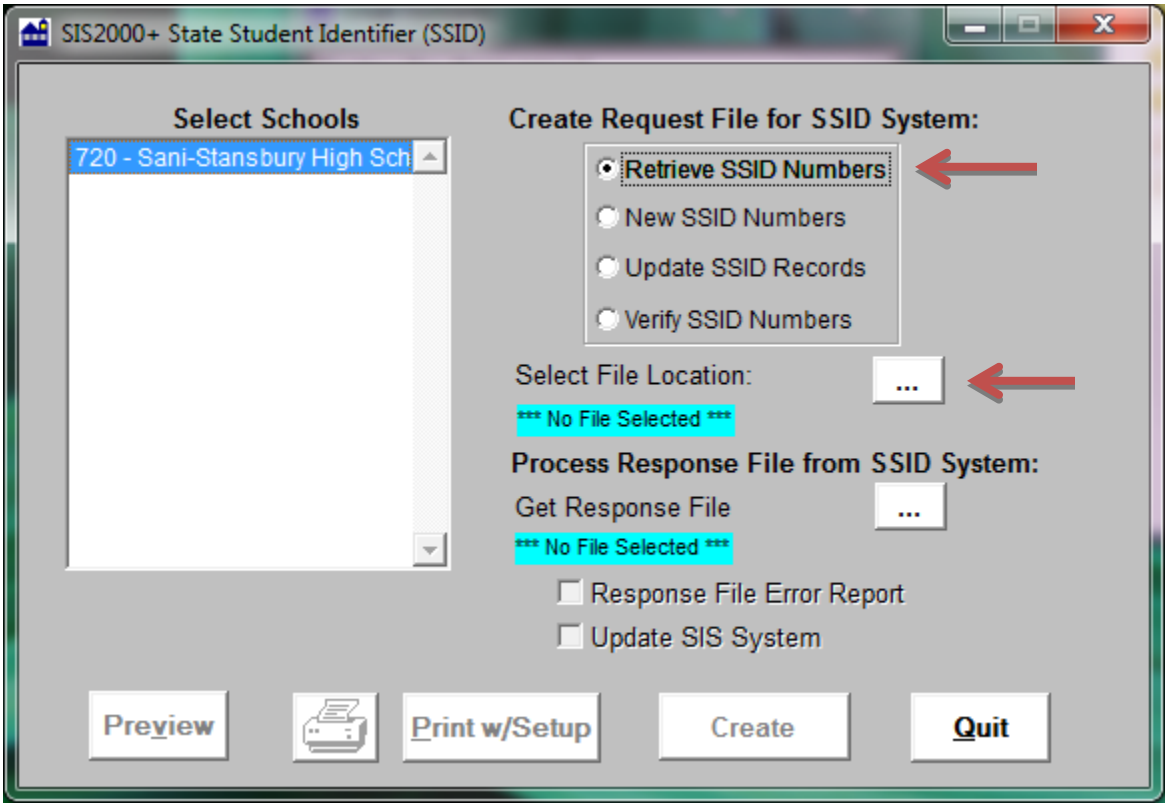
The following screen will appear.

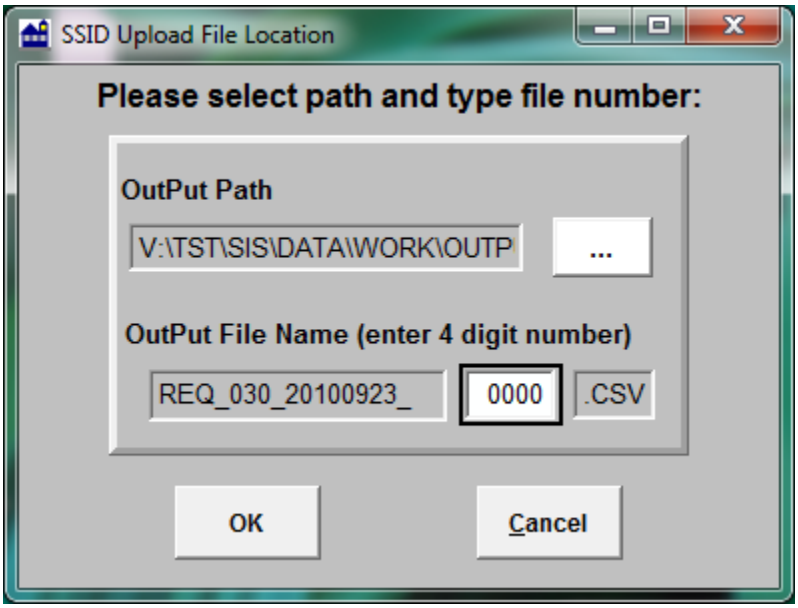


- Under "Select Schools" highlight the school



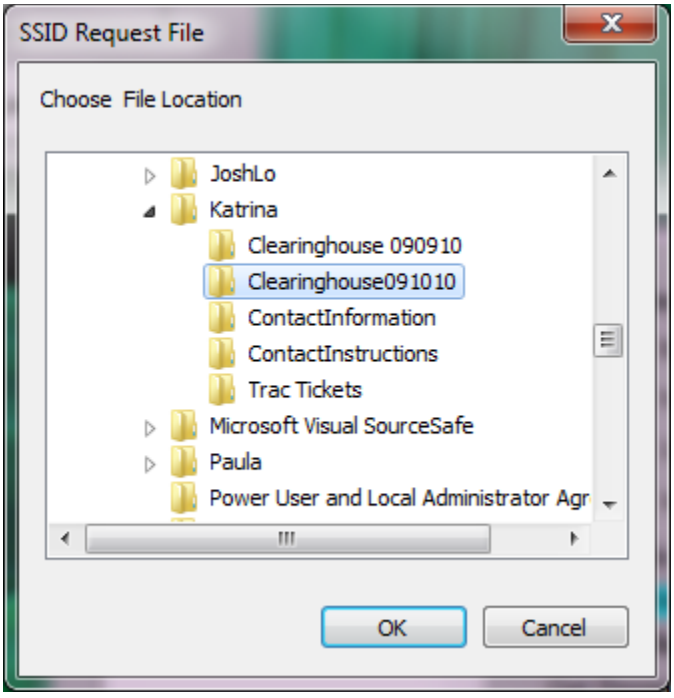
- Select which type of "Create Request File for SSID System", for this demonstration please click on "Retrieve SSID Numbers"
- Select "File Location"

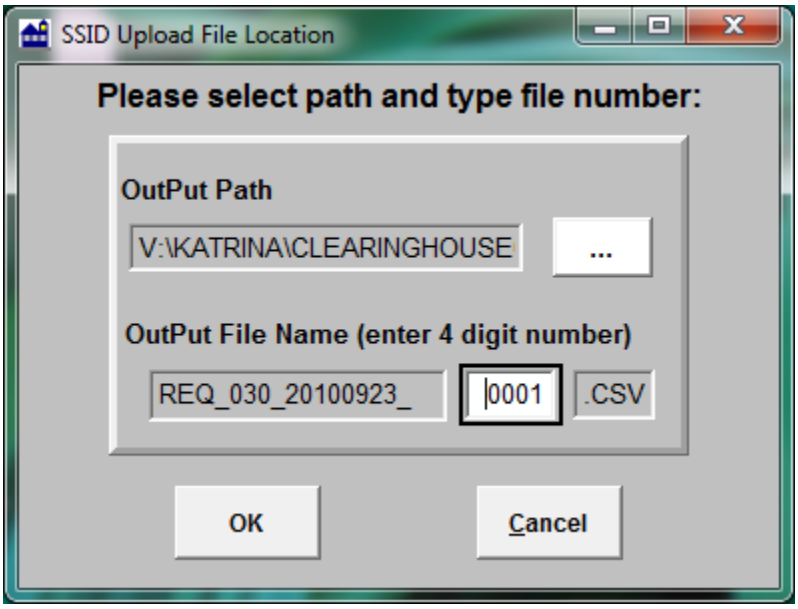


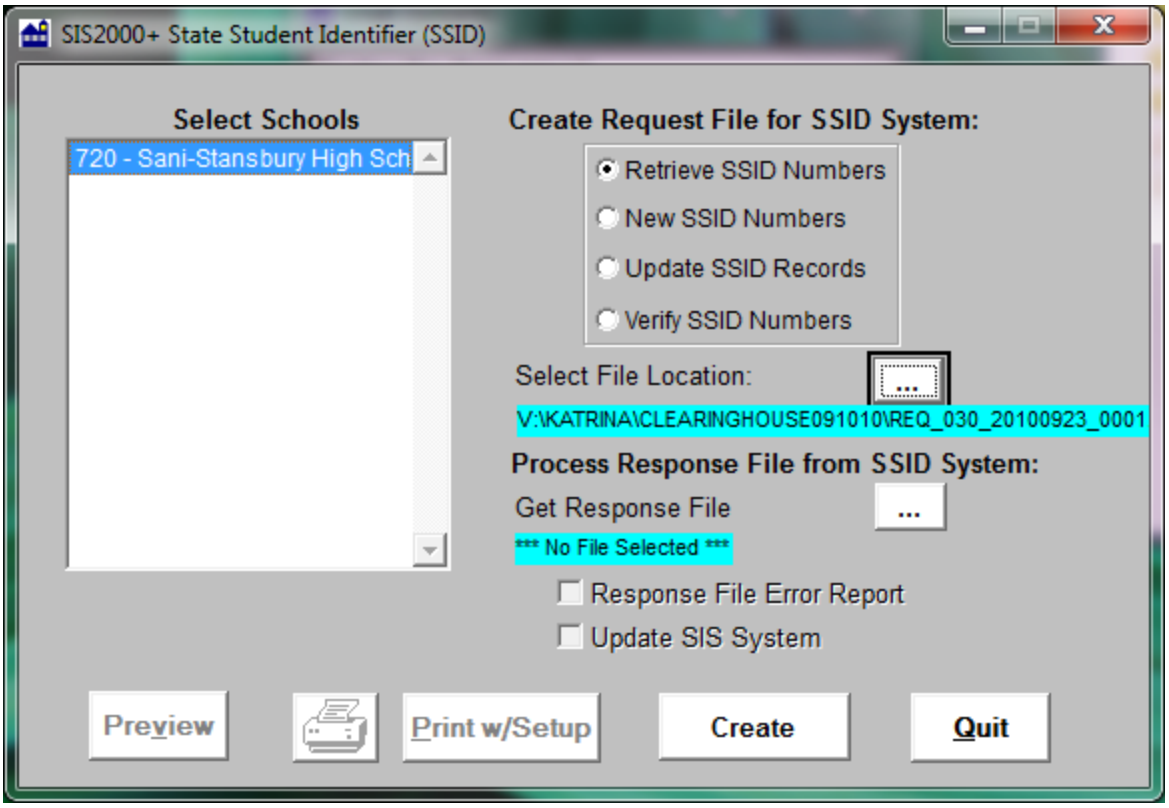


Helpful Hint:

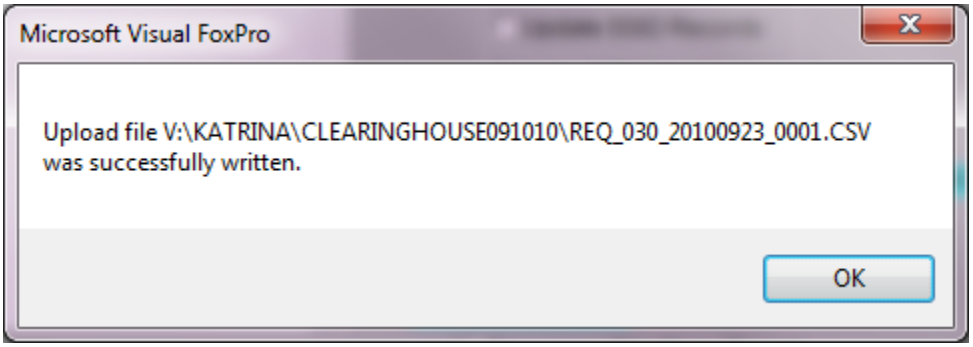
It is always best to have a folder created on your computer or server before you start this process that you will store these files on every year.


SSID Request File
Choose File Location
JoshLo
Katrina
Clearinghouse 090910
Clearinghouse091010
ContactInformation
ContactInstructions
Trac Tickets
Microsoft Visual SourceSafe
Paula
Power User and Local Administrator Agr
OK
Cancel


SSID Upload File Location
Please select path and type file number:
OutPut Path
V:\KATRINA\CLEARINGHOUSE
...
OutPut File Name (enter 4 digit number)
REQ_030_20100923_
0001
.CSV
OK
Cancel



- Click "Create"



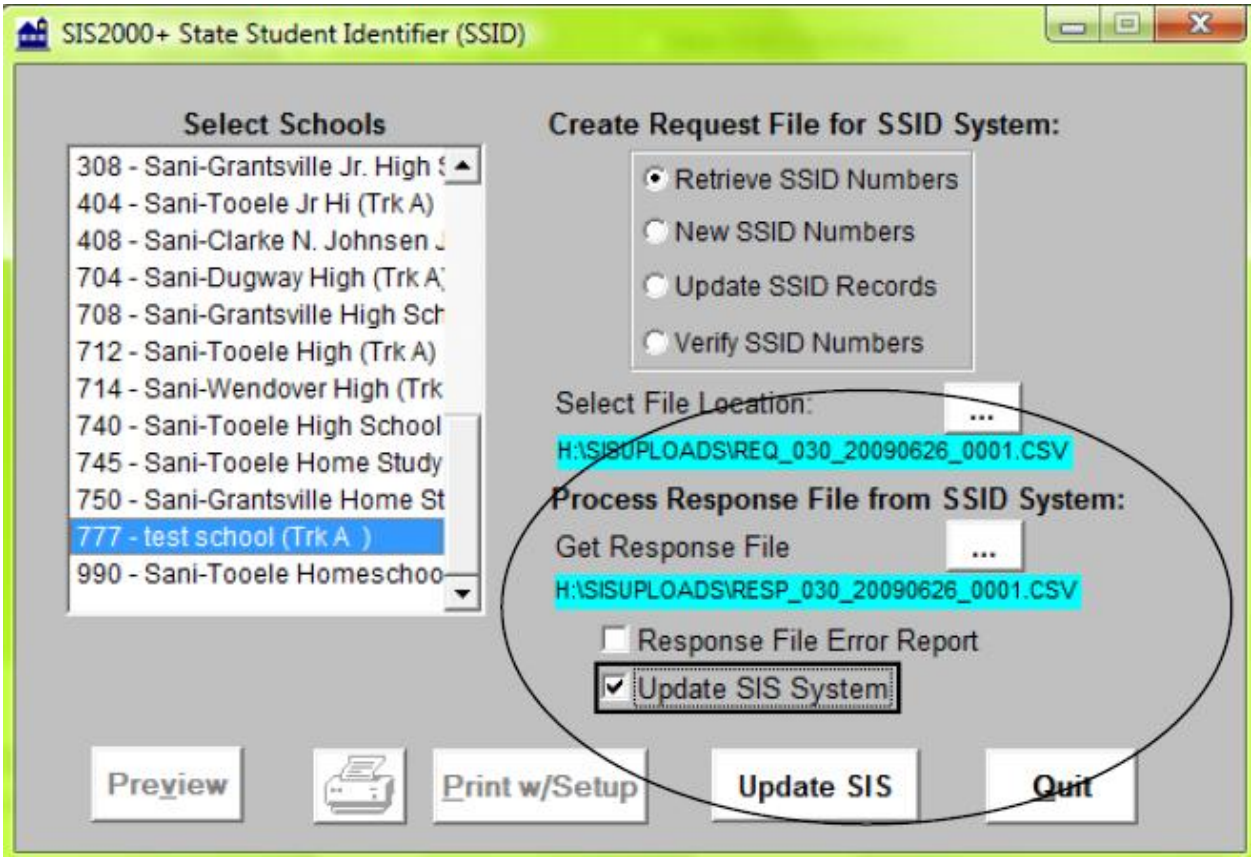
- This is the file that you will send to the SSID system. After the file has been created go to the SSID system and log in. You should have documentation for SSID that you can download from the website https://ssid.schools.utah.gov/SSID/Login.aspx?ReturnUrl=%2fssid%2fdefault.aspx
- Once the file processing has completed in the SSID system, you will be able to download a response file that will allow you to upload the student SSID numbers into SIS.

Response File

After you have downloaded and saved the SSID response file, you will "**Process Response File from SSID System**".

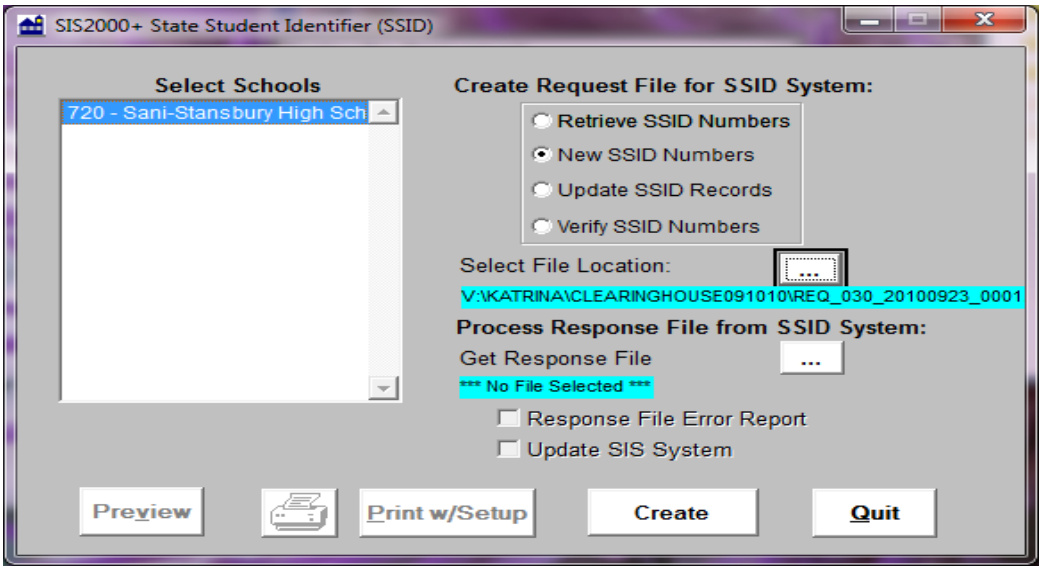
- Click on the Get Response File (…) box

- Find the file (RESP_XXXX.csv). You can view the Response File Error Report or Update SIS System.
- After you have clicked on Update SIS System, the Update SIS System button will appear. Click on it and your SIS System will be updated. This will put the SSID number's into your database and you can then view them in the Student Editor.



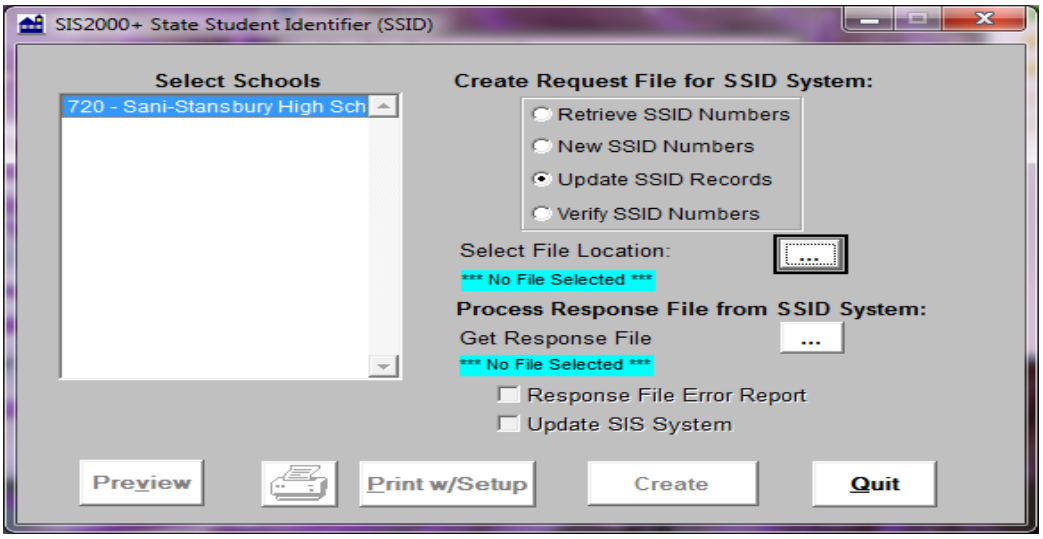
New SSID Numbers

- The "New SSID Numbers" should be run next. Run through this process the same way you did the "Retrieve SSID Numbers" request file.



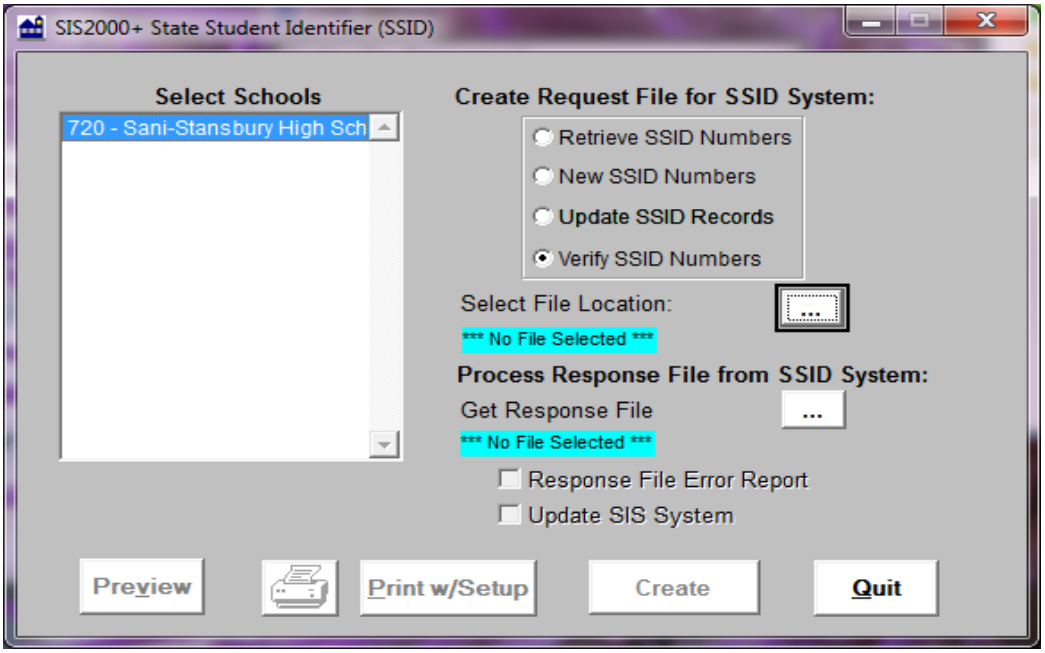
Update SSID Records

- The "Update SSID Records" request file is for student name changes, birthdate, and gender that you change in the SIS system that need to be updated in the SSID system. When you change one of these fields in SIS, the student record will be flagged as having had a change made to it. These are the students that will be included in the Update SSID Records request file. You process this file in the same way. You will get a response file back and you have to Update SIS System so it will unflag the student record.



Verify SSID Numbers

- The last type of request file is the "Verify SSID Numbers". This includes all students with a SSID number in SIS and matches LEA ID, LEA school ID, student ID, name, birth date and gender from the SIS to the SSID system. You need to make sure you do not have any errors in the SSID system after you process this file. If you do, you need to correct these errors. You do not need to download a response file to update SIS for this type of request file. You need to do this request before any testing preprint, Oct 1, Dec 1, and Year End Clearinghouse uploads.



If you only have a few students that you want to retrieve or if you are sure that a student is new to the Utah school system, you can go to the SSID System and manually find the student and retrieve them or do a new student request from there. You would then enter the SSID number into the SIS Student Editor module. If you need assistance with this manual SSID process, please call the SSID Site help desk, Lisa Lindgren 801-538-7637.

"SSID Process" Screen

FUNCTION	WHEN PERFORMED	SIS REQUEST FILE CONTENTS	WHAT SSID SYSTEM DOES	SSID RESPONSE FILE CONTENTS	"PROCESS RESPONSE FILE" ACCOMPLISHES
Retrieve	After all students are entered *	All students without an SSID number	Checks for existing SSID numbers	SSID numbers tied to students in Request File	Populates Student Editor with existing SSID numbers
New	After "Retrieve" response file has been processed by SIS *	All students without an SSID number	Assigns SSID numbers to all	SSID numbers for students who did not have one before	Populates Student Editor with new SSID numbers
Update	As needed *	All students having changes in their names, birth date, ethnicity, and gender	Updates the SSID system to match the SIS system	Marker in each record that has been updated	Tells SIS that updates have been made in SSID System for these students
Verify	Before testing preprints, Oct 1, Dec 1, Clearinghouse files are created *	All students with an SSID number	Verifies all SSID numbers for matching names, LEA data, birth date, gender	No response file.	N/A. All corrections are made directly in SSID System

*Note: All four functions should be run before testing preprints, October 1, December 1, and Clearinghouse files are created to ensure that SSID numbers are correct. In addition, Retrieve, New, and Update functions should be performed as described above.